

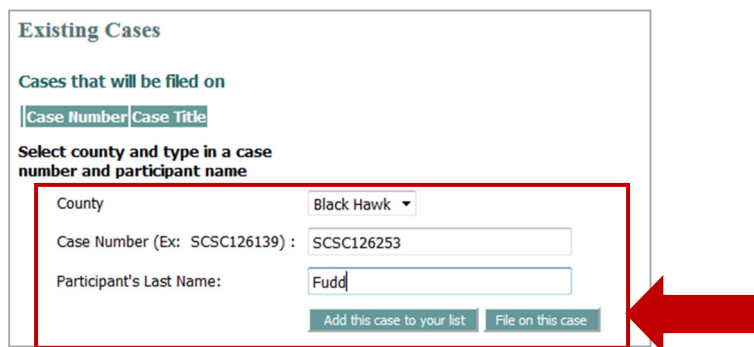
## Steps to file an Answer & Appearance in Small Claims

These steps should be followed when filing an Answer & Appearance in a Small Claims case. After receiving notice in regards to the case, an Answer & Appearance should be filed.

1. Complete the Answer & Appearance.
2. Scan and save Answer & Appearance form as a .pdf formatted document.
3. Open a web browser and open the following website:  
<https://www.iowacourts.state.ia.us/EFile/>
4. Click **Request Account**.
5. Complete the required registration fields and complete the registration.
6. **Log In** using the Username and Password just created.
7. Click **Existing Case**.



8. Enter in the following fields: **County**, **Case Number**, and **Participant's Name**.



The screenshot shows the 'Existing Cases' form. It has a title 'Existing Cases' and a subtitle 'Cases that will be filed on'. Below the subtitle, there are two input fields: 'Case Number' and 'Case Title'. Below these fields, there is a section titled 'Select county and type in a case number and participant name'. This section contains three input fields: 'County' (a dropdown menu with 'Black Hawk' selected), 'Case Number (Ex: SCSC126139) :', and 'Participant's Last Name:'. The 'Case Number' field contains the text 'SCSC126253' and the 'Participant's Last Name' field contains the text 'Fudd'. Below these fields, there are two buttons: 'Add this case to your list' and 'File on this case'. A red arrow points to the 'File on this case' button, which is highlighted with a red box.

9. Click **File on this Case**.

# Small Claims Answer & Appearance

10. Select **Appearance and Answer** from the Document Category.
11. Select **Small Claims Appearance and Answer** from the Document Type.
12. Click **Browse** to locate the **Answer and Appearance** document (scanned earlier as .pdf formatted document).

Home » Existing Case » Add a Document

**Case Number : SCSC522490 Case Title : LL PROPERTIES VS GENERAL ELECTRIC**

Document Category: **APPEARANCE AND ANSWER**

Document Type: **APPEARANCE AND ANSWER FOR SMALL CLAIMS**

Additional Text:

☐ Filed under order to seal Date of order to seal:

Acceptable File Format Type(s) (\*.pdf)

Document Location: **Browse...** No file selected.

Add to Submission Add

13. Click **Add**.
14. Click **Next**.

Add to Submission Add

Document Name	View Document	Edit Data	Size	Remove
SMALL CLAIMS APPEARANCE AND ANSWER	<a href="#">Fudd_Answer.PDF</a>		0.01 MB	

Total Size: 0.01 MB

Back Move to Draft Next

15. Review the filing. Make changes as needed (not illustrated).
16. Click **Submit the Filing**.

Back Cancel (Delete) Move to Draft Submit the Filing

The information contained in the training materials for the Iowa Judicial Branch Electronic Document Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.